



Beaufort Woman's Club, Inc. was established in 1921 as a 501 (c) (3) non-profit organization. Our mission is to make a positive difference in the community by supporting preservation, revitalization, education, and the economically depressed, in Carteret County.

2021-2022 Beaufort Woman's Club Grant Application Process

TO APPLY - Organizations who wish to apply for money from Beaufort Woman's Club must submit a grant application.

DECISIONS – Grants will be awarded on a case-by-case basis. All applications will be evaluated. Beaufort Woman's Club reserves the right to deny any application.

DEADLINE – Organizations will be notified if their project is selected for funding on or before May 20th, of the Club year. Grant funds will be released no later than June 1st.

REPORTING – Please submit a follow up report, within six-months after your project grant has been approved. Please state the timeline for completing the project, within the year.

We will not honor any applications for grants that are/for:

- Incomplete applications
- Annual fund or capital campaigns
- Administrative or operating expenses
- Political purposes or lobbying
- Activities that are restricted to members of a faith community, or to promote a specific religious doctrine
- Loans or reimbursements
- Individuals, for personal needs
- Re-granting, by the organization
- Organizations based and operating outside of Carteret County

INSTRUCTIONS - Applications should contain the following:



1. Cover Letter - on letterhead.
 - a. Briefly state the purpose of the project, and the dollar amount requested.
 - b. Please explain how your organization's proposed project fits the criteria of the Beaufort Woman's Club's mission.
 - c. How will support from the Beaufort Woman's Club be acknowledged?
 - d. How did you hear about our Grant opportunities?
 - e. Provide the Contact Person's name, title, daytime telephone number, e-mail address.



2. Proposal Narrative
 - a. How will your population benefit from the project?
 - b. How many people will be served in Carteret County?
 - c. When will your project start and end?
 - d. Describe the overall work plan, including a timetable.
 - e. If requesting money for a **Capital Expenditures**, in addition to the above, please describe the equipment, how it will be utilized? How will this equipment benefit your organization?
 - f. What is your Organization's background? Please provide one to two paragraphs that clearly describe the organization's history, mission, and goals.
3. Please describe the project details:
 - a. Project Title
 - b. Discuss the anticipated results, goals and/ or objectives for the project.
 - c. How will you measure and demonstrate the success of your project?
 - d. What communities will you serve?
4. Community Finances:
 - a. Please provide how much the total project will cost when completed.
 - b. Please provide complete details of your organization's income (all of your sources) and expenses.
 - c. Please list current sources of funding for this project (include money already received and pledged).
 - d. How will partial funding from Beaufort Women's Club impact your project?
 - e. What will happen to your project if you don't meet your financial goals?
 - f. Has your organization ever received funding from the Beaufort Woman's Club? When? How Much? What were the funds used for?
5. How does your Organization work?
 - a. How will you implement the project and what has been accomplished so far?
 - b. How does this project relate to your organization's mission?
 - c. Please describe your organization's structure, board, and staff responsibilities.
 - d. Please list the names and qualifications for key staff and/or volunteers relevant to your project request.
 - e. Is anyone on your board or staff a member of Beaufort Woman's Club?
6. Required Attachments:
 - a. Current documentation of 501 (c)(3) and your EIN number.
 - b. When students are the reason funding is being requested, please involve them in the process. Please include a separate 1-2 paragraph letter from 2-3 students, stating why they are involved in the organization or project?
 - c. What would the funding mean to them?
 - d. Will they personally serve to complete the project?
7. Optional:
 - a. Letters of support (limit to two)
 - b. Recent newspaper, magazine articles



- c. Your brochure or any promotional materials
- d. Any current marketing materials for fundraisers

Completed applications may be submitted electronically to info@beaufortwomensclub.com
(or) mailed to application requests, P.O. Box 243 Beaufort, NC 28516

Failure to provide the information as requested may result in your application being excluded from consideration.

Thank you for your interest in the Beaufort Women's Club Grants. Please direct any questions for the 7-1-2020 to 6-30-2021 club year, to Committee Co-Chairs, Catherine Elkins (252)515-4799 and/or Lori Jones (919)395-7001.



Please complete the page below and include it with your final application submission.

I (we) understand that failure to respond to any of the above items may adversely affect the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and grant procedures. We certify that the information submitted, including attachments, and supporting materials is true and correct, to the best of my (our) knowledge.

Name and Position of Authorizing Official

Signature of Authorizing Official

Signature of Contact person

Revised October 2020

Beaufort Woman's Club, Inc., P.O. Box 243, Beaufort, NC 28516